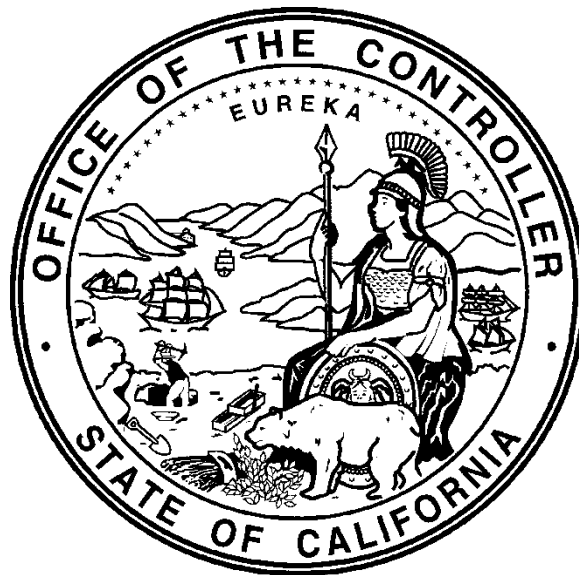# OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION

MyCalPAYS

Deduction Input for Exclusive Representatives
Transformation
Interface Information Package

REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	11/16/2010	Liz James/ Khalid Salman Mohammed	Original Content

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I.   INTRODUCTION

This inbound interface file is used to establish, change and/or delimit deductions for exclusive representatives sent from the bargaining units to load on Infotype 0014 (Recurring Payments/Deductions) in MyCalPAYS.

This inbound file will be transformed into the SAP format which then will be loaded in to MyCALPAYS using the load utility program.

II.   GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain departmental system beyond Go-Live.

- Set in place internal business practice changes or perform required system updates to departmental internal system(s) to support the interface.

- Support testing activities for the interface.

III.   TECHNICAL INFORMATION

- The file is generated in a single file format.

- File format used is ACSII text.

- Format is a fixed length.

- Server Type: Secure File Transfer Protocol (SFTP).

IV. RECORD FORMAT

Frequency	☐ Daily ☐ Ad-hoc	☐ Weekly ☐ Annually	☐ Bi-weekly ☐ Other: _____	☒ Monthly
Direction	☒ Inbound	☐ Outbound	☐ Both	
Source System	The vendors sends the exclusive representatives deduction transaction Input source file to SCO.			
Target System	SAP ECC			
Classification of Data	☐ Confidential	☒ Sensitive		
Data Volume Estimate	☐ One-time: _____ records ☒ Recurring: _____ records every _____			
Scheduled	☒ Automatic	☐ Manual (User Started)		
Data Time Period	☐ Daily ☐ Annually **Record Selection Scope:** ☐ New or Changed Records	☐ Weekly ☐ Other: _____ ☒ All records	☐ Bi-weekly	☐ Monthly
Selection Method of Records	☐ Allow user to select	☒ Automatic (rules defined below)	☐ Other:	
Deleted Data				
Future Transactions	**Future transactions allowed?** **Description:**	☒ Yes	☐ No	
Retroactive Transactions	**Retroactive transactions allowed?** ☐ Yes	☒ No		

V. FILE DEFINITIONS

Target (SAP) Field Requirements				Mapping Requirements	Source (Legacy) Field Requirements				
SAP Table & Field	Type	Length Max.	Field Description	Mapping Rule	Source Field Name	Type	Length Max.	Optional?	Comments
				Though this field will be included in the input file, our SAP interface program will ignore it.	Transaction Code	CHAR	3	X	
PA0014-PERNR	NUMC	8	**Personnel Number.**	Based on SSN on input file, look up PA0002-PERID to get the corresonding PERNR.	Social Security Number	CHAR	9		
				Our SAP interface program will ignore this, as our key to IT0014 is just PERNR	First Initial	CHAR	1	X	
				Our SAP interface program will ignore this, as our key to IT0014 is just PERNR	Middle Initial	CHAR	1	X	

				Our SAP interface program will ignore this, as our key to IT0014 is just PERNR	Surname (first 3 characters only)	CHAR	3	X	
PA0014-LGART	CHAR	4	**Wage Type.**	Based on legacy Deduction Code and Org Code, look up custom table ZHT_MAP_WAGETYPE to get the corresponding SAP Wage Type (LGART)	Deduction Code	CHAR	3		
					Organization Code	CHAR	3		
PA0014-BETRG	CURR	13.2	**Amount.**		Deduction Amount	CHAR	7		
ZACTI	CHAR	3	**Deduction Type.** A flag that identifies to SAP whether this will be a Create (F5) or Change to IT0014 via trans PA30	Deduction Type 1 = "Enroll" (i.e. Create in SAP terms)					
				Deduction Type 2 = "Cancel" (i.e. Delimit in SAP terms)					
				Deduction Type 3 = "Change" (i.e. Delimit, then Create)	Deduction Type	CHAR	1		
				Ignore	Filler	CHAR	1	X	

PA0014-BEGDA	DATS	8	**Start Date.**	See page 5 of functional spec for logic to determine what BEGDA to use.	Pay Period Month	CHAR	2		Jan = 01, Feb = 02, etc
PA0014-ENDDA	DATS	8	**End Date.**	See page 5 of functional spec for logic to determine what ENDDA to use.	Pay Period Year (ex: 2008 = 8)	CHAR	1		
PA0014-MODEL	CHAR	4	**Payment Model**	See page 4 of functional spec for logic to determine how to find the payment model.					
				Ignore	Filler	CHAR	19	X	
				Ignore	Employee's Surname (full)	CHAR	15	X	
				Ignore	Filler	CHAR	131	X	

VI.   FIELD VALIDATION

The output of this transformation FS should be in the form of below IT 0014 template using the data mapping spreadsheet attached above in this section.

Info-Type 0014 (Recurring Payments and Deductions):
Templates have been designed for creating the tab delimited files for the loading process. The template is color coded. These colors have the following meaning:

- Gray – **DO NOT FILL** these are in the template for structural consistency only. These fields will not be explained further as they should not be used.
- Red – these are required fields.
- Blue/Purple – these are optional. However, please make note that an amount must be entered for the row to have any relevance.

Data Element	Use/Description
RP50G-PERNR	Employee number (PERNR)
P0014-ENDDA	Effective start of the validity of the record
P0014-BEGDA	Effective end of the validity of the record
P0014-LGART	This is the wage type that will be paid or deducted from the employee
P0014-OPKEN	DO NOT USE
Q0014-BETRG	Amount to be paid or deducted
P0014-WAERS	Currency – set as USD
P0014-ANZHL	Number
Q0015-EITXT	Unit
DO NOT USE Q0014-INDBW	DO NOT USE
P0014-ZDATE	DO NOT USE

P0014-ZFPER	DO NOT USE
P0014-ZANZL	DO NOT USE
P0014-ZEINZ	DO NOT USE
P0014-ZUORD	Assignment Number (free form text field)
P0014-UWDAT	DO NOT USE
P0014-MODEL	Payment model defines which period(s) the wage types will be processed for based on customer configuration.
COBL-KOSTL	Cost Center if override being done
COBL-BUKRS	Company code if override being done
P0014-SEQNR	Key if more than one entry can be made for a wage type on the same day for an employee. If it is the first entry leave blank. And for additional entries increment by 1 (e.g. 01, 02, 03)
ZACTI	This field will represent whether the record needs to be added, deleted or modified. The allowable values for this field: INS -- Insert DEL -- Delete MOD -- Modify